

DATE: 16 April 1973

OTR COURSE EVALUATION SUMMARY

TITLE: Manager's Role in EEO

FACILITY: Civil Service Commission

The following is intended to provide potential users with a working appraisal of the attached announcement.

1. Previous experience shows that the course is:

☒ Excellent

☐ Satisfactory, meets minimum requirements

☐ Not recommended

2. ☐ OTR has no previous evaluative material.

3. While no evaluation of this specific course exists, other experience with this facility is:

☐ Excellent ☐ Good ☐ Fair ☐ NA

4. The tuition, compared with similar courses, is:

☐ High ☒ Average ☐ Low

☐ OTR has no basis for comparison

5. ☐ Although unevaluated, the material is being forwarded because no negative factors are known; but the course may be of value in filling requirements not otherwise satisfied.

6. Excerpts from student evaluation reports:

"The course was well organized and well presented. The moderator did a first-class job of keeping the course moving--and interesting. The composition of the class membership enhanced the usefulness of the course for me...the speakers stirred our concern about areas of EEO upon which many of us had not focussed previously."

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U. S. CIVIL SERVICE COMMISSION
EEO TRAINING INSTITUTE

announcing

THE MANAGER'S ROLE IN EQUAL EMPLOYMENT OPPORTUNITY
MAY 16 - 18, 1973

BACKGROUND AND PURPOSE

Under Executive Order 11470 and Public Law 92-251 Federal agencies and departments are directed to renew and reemphasize their equal employment opportunity efforts. Thus the carrying out of even stronger affirmative action programs is a necessity.

This program is designed to delineate the precise EEO responsibilities of managers and to provide them with concrete ways to develop and implement a personal affirmative action plan.

OBJECTIVES

Through lectures, assigned readings, group discussions, workshop exercise, and problem solving clinics, each individual at the conclusion of the program will be able to:

- o Identify the nature of prejudice, and describe the effects of discrimination both on and off the job
- o Critically evaluate his or her own attitudes toward equal employment opportunity
- o Recognize and practice sound EEO techniques
- o Develop and implement a personal affirmative EEO action plan
- o Analyze the effects of the implementation of this personal affirmative action plan.

NOVATIONARY

All managers, GS-12 and above (or equivalent), are eligible for nomination. Nominations (initial and renewal) should be submitted by authorized agency representatives to the Director, EEO Training Institute, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D. C. 20415.

Nominations must be received by close of business April 27, 1973, and are subject to confirmation by the Civil Service Commission. Further information may be obtained by calling 632-9772 or code 101, extension 29772.

State and local government employees are eligible to attend this course, but should submit a letter from an authorized official including the following information: (1) title and date of the course, (2) name, address, position title, and brief description of duties of nominee, and (3) office to which bill should be forwarded.

COST

The cost of the program will be prorated among the participating agencies. The cost to each agency will be \$75 per participant. Agencies will be billed for all accepted nominees unless formal cancellations are received by close of business May 7, 1973. Substitution of eligible participants may be made up to the beginning of the course.

CANDIDATES

April 25, 1973

Nominations due to the Bureau of Training, U.S. Civil Service Commission

May 2, 1973

Confirmation by U.S. Civil Service Commission

May 9, 1973

Final date on which agencies may cancel without charge

May 16-18, 1973

The Manager's Role in Equal Employment Opportunity

This class may be assigned space at any of our training facilities. Participants will be notified of the location in their letter of acceptance.

OTR COURSE EVALUATION SUMMARY

TITLE: Equal Employment Opportunity: Affirmative Action Plans
FACILITY: Civil Service Commission

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☐ Satisfactory, meets minimum requirements

☐ Not recommended

2. ☐ OTR has no previous evaluative material.

3. While no evaluation of this specific course exists, other experience with this facility is:

☐ Excellent ☐ Good ☐ Fair ☐ NA

4. The tuition, compared with similar courses, is:

☐ High ☒ Average ☐ Low

☐ OTR has no basis for comparison

5. ☐ Although unevaluated, the material is being forwarded because no negative factors are known; but the course may be of value in filling requirements not otherwise satisfied.

6. Excerpts from student evaluation reports:

"Speakers and handouts were good...Course was entirely responsive to my specific needs...."

U. S. CIVIL SERVICE COMMISSION
EEO TRAINING INSTITUTE

a n n o u n c i n g

EQUAL EMPLOYMENT OPPORTUNITY: AFFIRMATIVE ACTION PLANS
May 14 - 16, 1973

BACKGROUND

Public Law 92-261 requires executive departments and agencies to establish and maintain positive and affirmative programs of equal opportunity in employment for all civilian employees and applicants for Federal positions, without regard to race, color, religion, sex, or national origin.

In achieving these goals, agencies must be innovative and creative in developing and implementing their affirmative action plans.

DESCRIPTION AND OBJECTIVES

Designed to help agencies make equality of employment opportunity a reality, this workshop offers concrete suggestions for the design and implementation of affirmative action plans. At the end of the course, participants should be able to:

- * understand the Federal Personnel System and its flexibility
- * know how to design and administer an affirmative action plan
- * know how the discrimination complaint process works
- * develop solutions for their own EEO problems using new ideas, methods, and resources

ELIGIBILITY

This program is intended for EEO Officers and Directors of EEO programs.

NOTE: Those designated as EEO counselors, investigators, and appeals examiners, or who function primarily as managers or supervisors, should register in those appropriate Civil Service Commission or agency courses dealing with these activities.

State and local government employees are eligible to attend this course, but should submit a letter from an authorized official including the following information: (1) title and date of the course, (2) name, address, position title, and brief description of duties of nominee, and (3) office to which bill should be forwarded.

NOMINATIONS

Nominations (Optional form 37) should be submitted by authorized agency representatives to the Director, EEO Training Institute, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D. C. 20415. Nominations must be received by close of business April 23, 1973, and are subject to confirmation by the Civil Service Commission. Further information may be obtained by calling 632-9772 or code 101, extension 29772.

COSTS

The cost of the course will be prorated among the participating agencies. The cost to the agency will be \$105 per participant. Agencies will be billed for all accepted nominees unless formal cancellations are received by close of business May 7, 1973. Substitution of eligible participants may be made up to the beginning of the course.

CALENDAR

NOMINATION DEADLINE:	April 23, 1973
CONFIRMATION DEADLINE:	April 30, 1973
CANCELLATION DEADLINE	May 7, 1973
Course Date	May 14-16, 1973

This class may be assigned space at any of our training facilities. Participants will be notified of location when accepted.

STATINTL

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